



STATE OF IDAHO
invites applications for the position of:

Carpenter/Maintenance Worker

SALARY: \$23.26 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 02/18/22
CLOSING DATE: 03/07/22 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill temporary vacancies within the same position classification.

ANNOUNCEMENT NUMBERS and AREAS OF CONSIDERATION:

- a. **22-13-MN-TEMP BACKFILL:** First consideration will be given to current enlisted members (E-7 or below) of the Idaho National Guard.
- b. **22-13-MW-TEMP BACKFILL:** Open to all applicants. If an applicant cannot be selected from the above announcement, then other applicants may be considered (*military membership requirement will be waived*).

POSITION TITLE:	Carpenter/Maintenance Worker
PAY GRADE:	NGA-8
POSITION CONTROL NUMBER:	TBD
CLASS CODE:	95000 (20192)
SALARY:	\$23.26 Hourly
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Air National Guard, 124 Civil Engineer Squadron, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted; Military Waived if selected under Announcement 22-13-MW-TEMP BACKFILL; (This is a temporary appointment. Initial appointment will not to exceed 1385 hours in a rolling 12-month period. Expected duration through April 2022, may be subject to change

	<i>(not to exceed 5-years). Permanent incumbent has position restoration rights under USERRA.)</i>
COMPATIBLE MILITARY FIELD:	Not Applicable

**JOB TITLE: CARPENTER/MAINTENANCE WORKER
TEMPORARY GROUP POSITION
SALARY GRADE: NGA-8**

INTRODUCTION: This temporary position is assigned to the Base Civil Engineering (BCE) Shop, 124 Civil Engineer Squadron (CES), Idaho Air National Guard (IDANG) facilities maintenance organization functioning within the State of Idaho – Military Division. The primary purpose of this position is to perform maintenance, repair and minor construction on facilities used by the Idaho National Guard. Duty location is Gowen Field.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Performs a wide variety of preventative maintenance, inspections and repair activities generally including electric and manual chain and belt driven overhead doors, vertical lifting fabric doors, roof systems, gutters and fixed ladders. Performs small repairs to metal, asphalt and ethylene propylene diene monomer (EPDM) roofing systems and gutters. Performs repairs to overhead doors and fixed ladders as required.

2. Performs general construction to include rough framing, concrete forming/finishing, insulating, sheet rocking, finish carpentry and painting. Constructs, installs, or repairs items such as frame structures, decking, partitions, shelving, doors, forms and siding. Uses knowledge of wood, composite materials, wood substitutes, and woodworking techniques, as well as basic shop mathematics to plan, measure, and lay out materials according to dimensional requirements and specifications. Uses measuring tapes, squares, levels, and other carpentry tools to plan, lay out, measure, cut, construct and install materials according to dimensional requirements and specifications. Performs techniques to prevent splitting, chipping, and splintering and of the types and uses of various nails, screws, specialized fasteners, and bonding materials. Uses skilled techniques to construct, install, repair, and modify wood and wood substitute structures and items requiring close tolerance fit and structural soundness. Performs standard surface preparation and coating methods and techniques. Uses knowledge of the properties and be able to mix all types of plastering materials such as base coat gypsum, lime plaster, concrete bonding plaster, and finishing plaster. Performs brush out, roll on, spray coating materials, cutting-in techniques and dip and overflow methods for texture and painting. Uses tools and equipment such as scrapers, wire brushes, putty knives, sandpaper, paintbrushes, rollers, and spray guns. Uses techniques and procedures involved in laying a variety of brick, block, wood and metal in the construction or repair of such items as partitions, walls and walkways. Performs trowel work spreading mortar and finishing joints using gauge line, spirit level, and plumb bob in obtaining straight courses.

3. Uses hand and power tools associated with the building trades. Sets and operates a wide variety of machines and tools. Assemble items with a variety of joining techniques such as miters, rabbets, dados, biscuit, and mortise and tenon joints. Uses glues and adhesives to secure wood pieces, veneers, and counter tops. Ability to use wood, metal, and various composite materials to install or replace interior partitions, flooring, panels, suspended ceilings and tiles, counter tops, and moldings. Repairs or replaces commercial doors and miscellaneous door hardware. Fabricates vinyl signs and stencil lettering on a variety of substrate.

4. Estimates labor-hour and material requirements for assigned projects. Prepares the paperwork required to request materials. Accurately interpret drawings, blueprints, and specifications independently, and determines the layout, work sequences and types of materials

necessary for jobs. Able to plan and carry out projects from initial layout to completion with accuracy, spacing, fit, and structural soundness and finished professional appearance. Accurately accounts for labor-hours and materials utilized on assigned projects.

5. Coordinates with other trades on assigned projects utilizing more than one building trade.

6. Performs routine maintenance, overhaul, and repair of standard types of mechanical locking devices such as mortise, rim, key-in-the-knob, deadbolt, office equipment, padlocks, and emergency exit locks. Ability to remove broken keys from keyways, disassemble, perform operational checks, visually inspects parts for wear and defects, clean and replace parts, reassemble, and reinstall locking devices. Ability to install locking mechanisms in doors, office equipment, safes, etc. Re-keys/recorers assigned facilities. Tracks all electronic door lock program changes, and administers all electronic door lock codes. Maintains and uses a variety of related tools, equipment, and electronic door lock programs. Responsible for key control of all IDANG facilities as determined by supervisor.

7. Works effectively with co-workers and other military and civilian personnel. Demonstrates and promotes a respectful workplace that complies with policies of the Adjutant General/Idaho Military Division and the Idaho Air National Guard. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, Equal Opportunity/Equal Employment Opportunity (EO/EEO), security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

8. Performs other related duties and projects as necessary or assigned, to include seasonal grounds keeping duties as necessary or assigned to include snow removal.

SUPERVISORY CONTROLS: The incumbent works under general supervision, as designated, and uses applicable regulations, policies and procedures for technical guidance.

PERSONAL WORK CONTACTS: Works closely with military, federal technician and state personnel of the Idaho National Guard/Idaho Military Division. May have personal contact with many individuals at all levels of command, government and in the private sector.

WORKING CONDITIONS / PHYSICAL EFFORT: Works inside and outside in inclement weather. May be exposed to icy, wet and slippery surfaces and temperature extremes. Subject to the dangers from exposure to high noise levels, moving equipment, power equipment, falling debris or flying particles. Must be able to work at moderate heights and in confined areas. Physical efforts include climbing, stooping, standing, bending, stretching, and working in tiring and uncomfortable positions. Requires moderate to strenuous physical exertion. Lifts heavy equipment and components weighing up to 40 pounds. Incumbent may be required to work an irregular scheduled (days and hours) due to mission requirements.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: F08 (Skilled Craft)

WCC: 5403

FEBRUARY 2022

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be an enlisted member (E-7 or below) of the Idaho National Guard. *(Civilian applicants may apply under Announcement 22-13-MW-TEMP BACKFILL.)*

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience performing related duties as specified below.

- Thorough knowledge of proper technical and safety practices relating to the carpentry field.
- Knowledge of the Uniform Building Code and Construction Standards.
- Skills and ability to interpret basic sketches, schematics, blueprints and specifications relating to the carpentry and construction fields.
- Skill and ability to install, maintain, repair and adjust all types of locks and their components. Knowledge of re-keying and re-coring a variety of different locks.
- Ability to be effective and efficient in organizing, planning and scheduling projects to achieve maximum production.
- Ability and skill to proficiently estimate labor hours and materials accurately for carpentry jobs using acceptable estimating standards.
- Knowledge of overhead doors, vertical lifting fabric doors, roof systems, gutters and fixed ladders.
- Knowledge and skill to perform rough framing, concrete forming/finishing, insulating, sheet rocking, finish carpentry and painting.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform. *(Not applicable to military waived civilian employees.)*
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment. *(Not applicable to military waived civilian employees.)*
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource
Specialist
Military Division – State Personnel
Branch

The HRO State Personnel Branch will not forward incomplete application packets for consideration.

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #22-13-MN/MW-TEMP BACKFILL
CARPENTER/MAINTENANCE WORKER
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Carpenter/Maintenance Worker Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must be an enlisted member (E-7 or below) of the Idaho National Guard.
Provide your military grade, job title, MOS/AFSC and unit of assignment.
If applying as a civilian under Announcement 22-13-MW-TEMP BACKFILL, please indicate so.

- * 2. **Mandatory Requirement (condition of employment)**:) Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to have and maintain (DO NOT provide license info here).

- * 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 4. **KSA: Thorough knowledge of proper technical and safety practices relating to the carpentry field.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 5. KSA: **Knowledge of the Uniform Building Code and Construction Standards.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 6. KSA: **Skills and ability to interpret basic sketches, schematics, blueprints and specifications relating to the carpentry and construction fields.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 7. KSA: **Skill and ability to install, maintain, repair and adjust all types of locks and their components. Knowledge of re-keying and re-coring a variety of different locks.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 8. KSA: **Knowledge of electronic door locks and computerized door lock systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 9. KSA: **Ability to be effective and efficient in organizing, planning and scheduling projects to achieve maximum production.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

* 10. KSA: **Ability and skill to proficiently estimate labor hours and materials**

accurately for carpentry jobs using acceptable estimating standards.

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Knowledge of overhead doors, vertical lifting fabric doors, roof systems, gutters and fixed ladders.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Knowledge and skill to perform rough framing, concrete forming/finishing, insulating, sheet rocking, finish carpentry and painting.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 14. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

- * Required Question